



## TULALIP TECHNOLOGY LEAP

6412 23rd Ave. NE, Tulalip, WA 98271-9111

Phone: 360-651-4358

# **Request For Proposals**

## **Health Care Clinic Network Installation**

### **Executive Summary**

In order to increase their capabilities and provide improved services for their members, the Tulalip Tribes has embarked on a project to install a network system at the new Health Care Clinic Modular building. In addition, this new modular building will be connected to the two existing health clinic buildings located at the same location. The Internal Networking upgrade consists of two projects, Network hardware and Network wiring testing/installation. This Request for Proposal addresses the installation of the network infrastructure necessary for the Health Care Clinic Network Installation.

Contractors shall adhere to the following timetable:

- Scheduled walk through of building 10:00 a.m. on **27 March 2002**
- Submit proposal to TTL by 4:30 p.m. on **1 April 2002**
- Receive notification of contract award by **8 April 2002**
- Perform all tasks by 4:30 p.m. on **TO BE COORDINATED WITH CONTRACTOR**

### **Background**

In Spring 2000, the Tulalip Tribes embarked on the Tulalip Technology Leap (TTL) project. TTL's aim is to design and deploy a technology infrastructure that supports tribal needs ranging from cultural preservation to tribal government and business operations.

During the planning phase of the project, which was completed on January 1, 2001, technology requirements were gathered from a wide variety of individual and organizational perspectives. These requirements were then organized and consolidated into an integrated list of several core projects essential to the Tulalip Tribes. The subject of this proposal, Health Care Clinic Network Installation is one such project.

## Scope of Work

The chosen contractor will be responsible for the installation of:

- Equipment Rack (Room 112 – Conference Room)
  - Wall mounted and lockable
- Any required data conduit, data connectors or data raceways
- Patch Panels
  - Two 24 port patch panels (AMP 406330-1)
- Wire Management Panels (AMP 558329-1)
- 48 port 10/100 switch (Cisco WS-C2948G)
- 44 individual CAT 5E network drops located throughout the Health Clinic
  - Locations indicated on building drawings
  - 23 physical locations for a total of 44 available network connections
  - Must use **WHITE** wire for all network wiring
- Termination of cables at the patch panels (punched to the back) in the Conference room as well as network outlets in each office (RJ-45)
- Installation of Cisco switch in Conference room and connected to installed patch panels.
- Six CAT 5E cables to run from Room 12 of the New Health Clinic to the RPMS Server room located in the main Health Clinic (Server Room – Across from room 5/6)
- Fiber Cable (12 Strand) ran from Room 12 of the new Health Clinic to the RPMS Server room located in the main Health Clinic (Server Room – Across from room 5/6) (Fiber will be coiled and left above the drop ceiling in both buildings)
- Testing of installed CAT 5E network cabling to ensure continuity and proper termination.
- Both ends of all installed cables will be labeled with the same unique and logical identification numbering system (See Labeling Page 4).
- Provide a copy of cable labeling information to the TTL group upon completion.
- Complete set of “as-built” diagrams both in paper and electronic form (Visio or other commercially available format).
- The following table is provided for network drop information for the new Health Care Clinic:

Rm #	# of Network connection	# of Physical Drops	Notes
100	4	2	
101	4	2	
102	2	1	
103	4	2	
104	4	2	
105	4	2	
106	4	2	
107	4	2	
108	4	2	
109	0	0	Restroom
110	0	0	Restroom
111	4	2	
112	4	3	
Kitchen	2	1	
Hallway	0	0	
<b>Totals</b>	<b>44</b>	<b>23</b>	

- In addition to the network wiring at the new Health Care Clinic, ten CAT 5E network cabling will be installed from the current Dental Clinic back to the RPMS Server room located in the main Health Clinic (Server Room – Across from room 5/6)
  - Approx 150 ft of cabling per run
- Termination of cables at the patch panels (Server room in the main Health Clinic) as well as network outlet in each office (RJ-45) in the Dental Clinic

All network wiring will be required to be hidden at all times. This can be accomplished above the drop ceiling and inside the interior walls. Network wiring being routed on the outside of interior/exterior walls must be in data conduit/raceways. Network wiring inside the server room can be exposed (as long as they are neatly bundled) until the transition above the drop ceiling or interior walls. Network wiring above the drop ceiling will be expected to be properly suspended by data hooks at all times. Any and all required holes made during installation (interior or exterior walls) will need to be properly edged and finished to present a neat and professional installation at all times. Vendors will be expected to clean up any residue materials during the course of equipment/wiring installation, as well as at the end of each day. Data runs between buildings can be either buried or done in an aerial fashion.

The contractor will ensure that their networking solution correctly matches the provided building design plans, drawings and equipment specifications.

In addition, the contractor will be required to ensure that their installation complies with all State, Federal and Tribal specifications, codes and/or ordinances. The selected contractor will be required to work in close coordination with the project team from TTL.

**NOTE:**

**Any miscellaneous hardware items, such as connectors, cable plugs, mounting brackets etc, not specifically specified within this document or by the vendor, but which are required to make up a fully operational network which conforms to all State, Federal and/or Tribal codes or requirements shall be provided by the vendor. These items will be considered as part of their proposal and included within the contracted price.**

**Vendor is to provide for this Project and Included within their Bids:**

- Equipment Rack (Wall Mounted, Lockable)
- Two 24 port CAT 5E Patch Panel (AMP 406330-1)
- Appropriate Wire Management Panel (AMP 558329-1)
- 48 port 10/100 Switch (Cisco WS-C2948G)
- Fiber Optic cabling, 12 Strand
- All required CAT 5E cabling and patch cords
- Wall mounted RJ-45 data connections/outlets
- Labeling materials/tags
- Standard Power Outlet – 4 outlets (Floor Mounted – Conference Room)
- Any required conduit/connectors or data raceways
- Complete set of “as-built” diagrams both in paper and electronic form (Visio or other commercially available format)
- All Labor for site prep and installation
- License and Permits
- Lifetime warranty on cabling and installation.

## Network Cable Installation

Install/Route Cable:	As per drawing and specifications provided. Network cabling to comply with EIA/TIA 568A (including proper suspension, tension, bend radius, and consistent cable integrity).
Termination:	Network: Category-5E RJ45 jacks with twist and sheath maintained as close as possible to the connector to insure Category-5E compliance.
Testing:	Wire Map to include: <ul style="list-style-type: none"><li>• Continuity</li><li>• Short Circuits</li><li>• Transposed Pairs</li><li>• Reversed Pairs</li><li>• Split Pairs among the pairs tested</li></ul> Impedance, Length, Attenuation, NEXT, PS NEXT, Delay Skew, Propagation Delay, Resistance, EL FEXT, PS ELFEXT, ACR, PSACR, Return Loss, Cross-talk
Test results:	Deliver printed results for each drop.
Labeling:	All cables and terminations labeled with a unique numbering sequence. Labeling will be a physical item attached to the cable and/or outlet. For Example: <ul style="list-style-type: none"><li>• LO-118-1 would indicate:<ul style="list-style-type: none"><li>○ Leasing Office, Room 118 outlet #1</li></ul></li><li>• TC1-2-9 would indicate:<ul style="list-style-type: none"><li>○ Tribal Center (first floor), Room 2 outlet #9</li></ul></li><li>• TC2-4-6 would indicate:<ul style="list-style-type: none"><li>○ Tribal Center (second floor), Room 4 outlet #6</li></ul></li></ul>

## **Terms and Conditions – Both parties agree to the following:**

1. The contractor shall provide proof of certification by Microsoft or any other credible certifier (e.g., universities and colleges) prior to contract start date.
2. Contractor will comply with all Tribal Employment Rights Ordinances (TERO Requirements).
3. Each contractor shall provide invoices in full covering all materials and equipment purchased for completion of the network installation for The Tulalip Tribes.
4. The contractor shall pay any taxes required by law in connection with work on the project and shall secure all licenses and permits necessary for proper implementation of the work, paying the fees therefore.
5. The contractor shall comply with all applicable laws and ordinances, and rules, regulations, orders of all public authorities relating to the performance of work herein.
6. Contractor certifies that they are fully licensed, insured and bonded to perform/provide the services as described in this document.
7. The contractor discharges the Tulalip Tribes and the Contractor assumes full responsibility for acts, negligence, or omissions of all other persons employed or subcontracted by them during the execution of this contract.
8. The contractor represents and warrants that they are qualified to perform the work described in this contract, and that they will perform all work in a workmanlike manner.
9. The Tulalip Tribes reserves the right to order work changes in the nature of additions, deletions, or modifications, without invalidating the contract, and agrees to make corresponding adjustments in the contract price and time for completion. Any such changes will be authorized by a written change order signed by an authorized representative of the parties. The change order will include conforming changes in the work, price, term, and completion time.
10. Work shall be changed and contract price and completion time shall be modified only as set out in the written change order. Any adjustment in the contract price resulting in a credit or a charge to the Tulalip Tribes shall be determined by the mutual agreement of the parties to this contract prior to starting the work involved in the change.
11. This contract may be terminated as follows prior to completion, by mutual consent of the parties or by 10 days written notice delivered by certified mail or in person from either party to the other. Termination shall not affect any right, obligation, or liabilities of the parties, accrued prior to termination. After termination, the Contractor will receive payment for all work completed to date of termination and all expenses incurred or obligated to the date of termination, upon proper billing and authorization.
12. Contractor shall be paid under the final contract pursuant to the schedule of fees set forth for compensation for delivery of goods, services, tax and permit fees if applicable. All services will be performed at or on the Tulalip Indian Reservation, or at such other places as may be requested by Contractor and authorized, in writing, by the Contract Officer. Final payment for services shall be made only upon proper invoicing by Contractor after completion of work, and only after approval of the Contract Officer as set forth in the final Contract. Both parties must approve any change orders requests in writing.
13. The Contractor will **not** be paid any **expenses** outside the contracted amount, unless authorized in advance by a authorized representative of the Tulalip Tribes, that the vendor may incurred in performance of the work required under this “Request for Proposal”.

14. All work performed by Contractor under this proposal and final agreed contract shall be the property of the Tulalip Tribes.
15. The Contractor shall keep confidential all information regarding the Tulalip Tribes that they may receive as a result of their performance of his/her duties under this Contract.
16. Disputes arising under this Contract shall be subjected to Tribal Law and resolved in the Tulalip Tribal Court. This section shall not be considered a waiver of immunity.
17. Payment Schedule:
  - Upon awarding of contract, vendor will invoice and bill the Tulalip Tribes for the amount of expected equipment cost associated with this project
    - Not to exceed 50% of the final contracted amount.
  - Upon completion of the installation, the vendor will invoice and bill the Tulalip Tribes for the amount of labor related costs
    - Not to exceed 20% of the final contracted amount
  - Upon final acceptance by an authorized representative of the Tulalip Tribes (Certification Process) and all deliverables turned over to the Tulalip Tribes, the vendor will invoice and bill the Tulalip Tribes for the remaining amount under the final contract. Final payment will be made within sixty days of invoice.
18. Finance Charges:
  - If any finance charges are to be assessed against the Tulalip Tribes, these fees will be calculated and based from the date of invoice to the Tribe and not upon the date of installation or product delivery.
  - Payment schedule as outlined within this document will supercede any vendor internal policy.
    - For example: Final payment will only be authorized once the Tribe has accepted the system as installed. This final payment will then be made once invoiced and within 60 days of the invoice date. If your company has a policy of 30 days, this will be extended to 60 days to accommodate Tribal policy.

\*\*\*\*\*

**In no case will payment be authorized without the Tribes being properly  
invoiced and billed.**

\*\*\*\*\*

19. Performance Assessment
  - The contractor's performance on this project will be assessed based on the following criteria:
    - The project is completed on a timely manner.
    - The network cabling and performance are up to industry standards for comparable installations.
    - All installed network hardware has been inspected and is free of damage and/or manufacturing defects and is in perfect working condition.
    - All network hardware is configured properly, that is, they are installed and configured as per the specifications of the RFP and/or agreed upon changes.

20. Certification of Work performed:

- Certification Process. This process will take place at the conclusion of the installation after all testing and troubleshooting is completed. Representatives of the Contractor and TTL will attend the certification. Certification will comprise the following activities:
- WALKTHROUGH: Participants will examine the facilities in which the contracted work has been performed to ensure that all hardware and software specified in the RFP are in place and in good working order. Cabling will be examined to verify that it meets the specifications, and that it has been done such that it is neat and esthetically pleasing.
- USER ACCEPTANCE: Representatives of the user group (TTL) will voice their opinion on the performance aspects of the project. The performance should meet or exceed the benchmarks set forth in the RFP. This step is only the final step in assessing user acceptance; every member of the use group should have already participated in a comprehensive user-acceptance survey.
- SIGN-OFF: Once all parties are convinced that the work has been performed satisfactorily and according to specifications, the representatives of the groups—contractor and TTL, will sign the Certificate of Completion. This signed certificate will clear the way for the final payment to be made to the contractor. If the Certificate of Completion is not signed as a result of one or more parties being dissatisfied with the outcome of the project, the shortcomings will be cataloged, and the contractor will be given a reasonable amount of time to address them.
- FINAL PAYMENT: Final payment will be made within sixty days after completion of the certification process.

---

**Signature**

---

**Date**

## Qualifications and Requirements

- 1 ☐ Proposals must be received by 4:30 p.m. on **1 April 2002**. Please mail proposals to:

TULALIP TECHNOLOGY LEAP  
6412 23rd Ave. NE  
Tulalip, WA 98271-9111  
ATTEN: Travis Hill  
Tel.: 360-651-4358

- ☐ Faxes and email copies are acceptable in order to meet the deadline. However, TTL requires bidders to mail a follow-up hard-copy of proposals. Fax or e-mail proposals to:

Fax: 360/651-4088  
E-mail: [travis@tulaliptechleap.com](mailto:travis@tulaliptechleap.com)

- 2 The proposal shall include:

- a ☐ Table of contents
- b ☐ Executive summary
- c ☐ Narrative response to the RFP (approach and proposed plan)
- d ☐ Proposed budget
- e ☐ Proposed work schedule and number of expected installers
- f ☐ Statement of qualifications including:
  - i ☐ Previous contract history, and
  - ii ☐ References (focused on those that qualify the respondent for the project)
- g ☐ Signed Terms and Conditions (Pages 5-7)

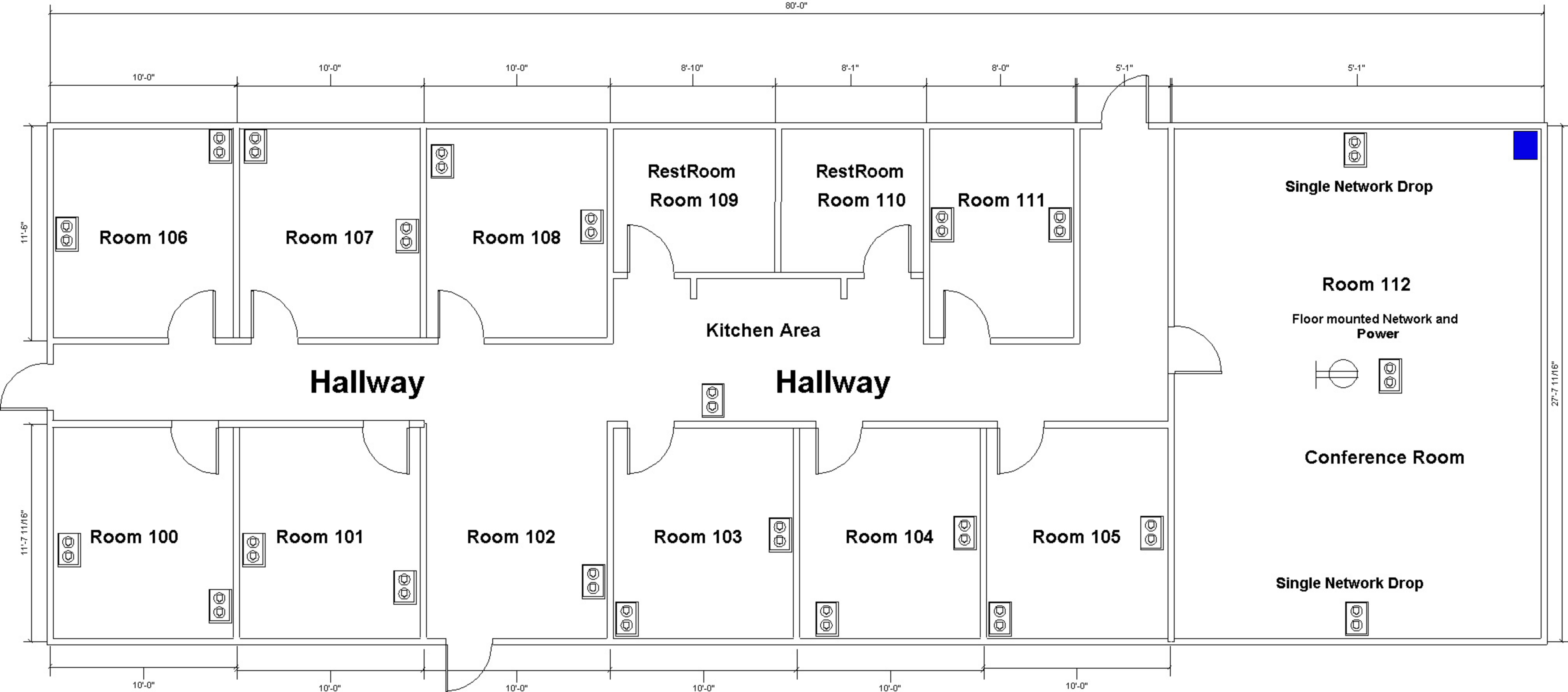
**\*\*BID WILL NOT BE ACCEPTED WITHOUT THESE PAGES BEING RETURNED\*\***

## Selection Process

Proposals are evaluated by the TTL team based on contractor qualifications, equipment quality, and cost. The decision will be made by end of business before **8 April 2002** and all respondents will be notified of this decision either by mail, email, phone, or in person.

## Indian-Preference Provision

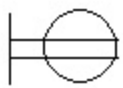
The Tulalip Technology Leap project will provide preference to Indian/Native firms pursuant to Tulalip Tribal Contracting Ordinance #89. Due to the urgent need for this upgrade, the Tulalip Tribes is requesting proposals through the open-bid process and from the Native-owned firms concurrently. Respondents are encouraged to contact TERO at 360-651-3732 for orientation materials and Indian Preference/TERO Compliance requirements.



# New Health Clinic



CAT 5E Network Connection - 2 Connection per Plug



110 Volt Power Outlet



Location of Network Switches and Termination of CAT5E/Fiber cabling